Filing a Reaffirmation Agreement.
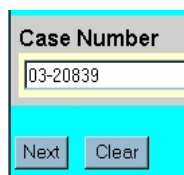
STEP 1   Click the **Bankruptcy** hyperlink on the **Main Menu** then click on **Miscellaneous**.
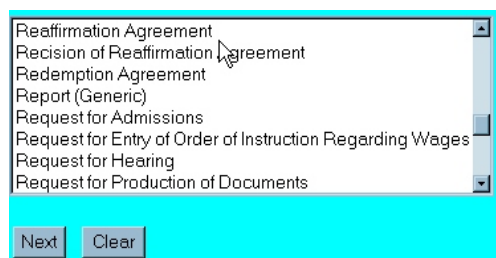
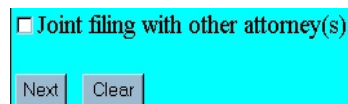**STEP 2**   The **Case Number** screen displays.

♦   Type in the **Case Number**.
♦   Click on the **Next** button.

STEP 3   The **select type of document** screen displays.
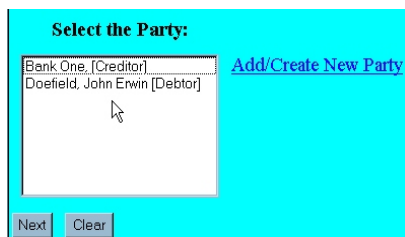
♦   Scroll down the options and highlight **Reaffirmation Agreement**.
♦   Click on the **Next** button.

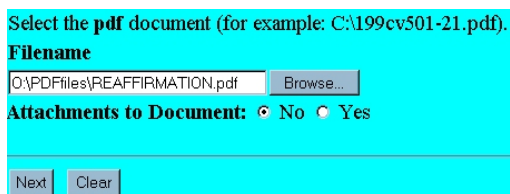**STEP 4**   The **Joint filing with other attorney(s)** prompt displays.

♦   Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
♦   Click on the **Next** button.

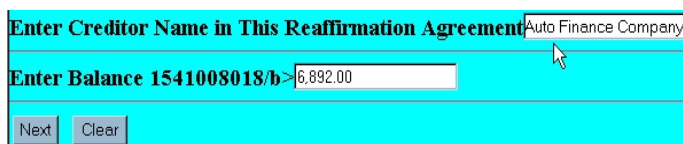**STEP 5**   The **Select the Party** screen displays.

> **Select the Party:**
>
> Bank One, [Creditor]   Add/Create New Party
> Doefield, John Erwin [Debtor]
>
> Next Clear

- ♦ Click on the party(s) name.
- ♦ Click on the **Next** button .

STEP 6   The **Select the pdf document** screen displays.

> Select the **pdf** document (for example: C:\199cv501-21.pdf).
> **Filename**
> O:\PDFfiles\REAFFIRMATION.pdf   Browse...
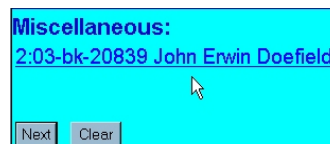> **Attachments to Document:** ● No ○ Yes
>
> Next Clear

- ♦ Type the path and file name in the blank box, or
- ♦ Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦ If there are no attachments to the document, click on the **Next** button.

STEP 7   The **Creditor Information** screen displays

> **Enter Creditor Name in This Reaffirmation Agreement** Auto Finance Company
>
> **Enter Balance 1541008018/b>** 6,892.00
>
> Next Clear

- ♦ Type in the name of the creditor.
- ♦ Type in the amount to be reaffirmed. (In the live database, the sequence of numbers and symbols will display a $ sign.)
- ♦ Click on the **Next** button.

STEP 8   A **Case Verification** screen displays. Verify you are working in the correct case, then click on the **Next** button.

> **Miscellaneous:**
> 2:03-bk-20839 John Erwin Doefield
>
> Next Clear

STEP 9 The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.

> Docket Text: Final Text
>
> **Reaffirmation Agreement Between Debtor(s) John Erwin Doefield and Auto Finance Company, Balance $6,892.00 (Bailey, G.)**
>
> **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**
>
> Next   Clear

- ♦ Verify the final docket text. If correct, click on the **Next** button.
- ♦ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.
- ♦ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

> Notice of Electronic Filing
>
> The following transaction was received from Bailey, G. J. entered on 3/10/2004 at 9:56 AM EST and filed on 3/10/2004
> **Case Name:** John Erwin Doefield
> **Case Number:** 2:03-bk-20839
> **Document Number:** 16
>
> **Docket Text:**
> Reaffirmation Agreement Between Debtor(s) John Erwin Doefield and Auto Finance Company, Balance $6,892.00 (Bailey, G.)
>
> The following document(s) are associated with this transaction:
>
> **Document description:** Main Document
> **Original filename:** O:\PDFfiles\REAFFIRMATION.pdf
> **Electronic document Stamp:**
> [STAMP bkecfStamp_ID=1019576470 [Date=3/10/2004] [FileNumber=12344-0]
> [6c804c4be6aac80c1c142a32bde9ad7e7ba870540300dbb98480193420ce1ed2fbbfa
> a409c6d8a6065ba1a649dccdd7e221d6ef87e7982d3d224c8def36a453c]]
>
> **2:03-bk-20839 Notice will be electronically mailed to:**
>
> G. J. Bailey   atygjb@attorneymail.com, mysecretary@attorneymail.com;myparalegal@attorneymail.com
>
> **2:03-bk-20839 Notice will not be electronically mailed to:**
>
> Charles I. Jones
> P. O. Box 2393